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MOTOR VEHICLE ASSIGNMENT AND UTILIZATION SURVEY FORM  
(Vehicles Assigned to Individuals on Declaration of Trust)

1. Description of Vehicle and Office of assignment:

<u>YEAR</u>	<u>MAKE</u>	<u>MODEL</u>	<u>ENGINE NUMBER</u>	<u>PROCURED</u>	<u>OFFICE TO WHICH ASSIGNED</u>	<u>* AVERAGE DAILY MILEAGE, FY 53</u>
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\* (Based on 22 days operation per month.)

2. Name and title of the individual exercising direct control over the operation or use of the vehicle.

NAME

TITLE

3. Does the individual listed above understand Public Law 600, 79th Congress, with reference to use of Government owned vehicles?

4. Purpose for which vehicle is used. (See Note # 1)

5. Is the vehicle used for overt or covert purposes?

6. Is the vehicle ever used for other than official purposes? If so, explain, justify and indicate method of reimbursement to the Government, if any.

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7. Does this vehicle provide the most efficient motor vehicle support for the purpose or purposes for which used?  
YES. NO. (If NO, indicate the type vehicle which would provide the most efficient support and the reasons therefor.)

8. Names of all personnel who operate the vehicle.

9. Justification for assignment:

a. To the Office: (See Note # 2)

b. On Declaration of Trust (See Note # 3)

10. Is it feasible to use privately owned automobile instead of government vehicle and reimburse the owner on a mileage basis of 7 cents per mile for the number of miles driven for official purposes only?

11. State security reasons, if any, which preclude showing origin and destination for each trip.

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12. With reference to maintenance, is the vehicle maintained on a regularly scheduled basis in accordance with usually accepted government standards?

13. Records maintained in the office of assignment or by the individual to whom the vehicle is assigned on Declaration of Trust, if any. (See Note # 4).

(See Note # 5)

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NOTES: (Vehicles Assigned to Individuals on Declaration of Trust)

- # 1 Include all purposes for which the vehicle is used.
- # 2 Explain why the vehicle should be assigned to the office. Include reasons why other assigned vehicles, commercial transportation (taxi, bus, street car, etc.,) cannot be used to serve the indicated purpose.
- # 3 Explain why the vehicle should be assigned to an individual on Declaration of Trust rather than to the office concerned.
- # 4 Briefly describe the records maintained with regard to:
  - a. Daily trips;
  - b. Destination of trips;
  - c. Number of miles per trip;
  - d. Elapsed time per trip;
  - e. Authority for trips;
  - f. Reimbursement--
    - (1) To the individual for:
      - (a) Registration costs;
      - (b) Insurance costs;
      - (c) Normal operational costs (gasoline, oil, lubrication, anti-freeze, etc.)
      - (d) Replacement of minor parts and installation costs therefor;
      - (e) Major repairs (overhaul, accident damage, tire and tube replacement, etc.)
    - (2) To the government for personal use
  - g. Authority for use by personnel other than the individual to whom the vehicle is assigned on Declaration of Trust.
- # 5 Signature and Title

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